

# Acknowledgment of Renewed Payment Terms

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[Recipient City, State, Zip Code]

Dear [Recipient Name],

We are writing to acknowledge the renewed payment terms that have been agreed upon. We appreciate your cooperation and understanding as we move forward with these terms.

The revised terms are as follows:

- Payment Due Date: [Insert Date]
- Payment Method: [Insert Method]
- Any Additional Terms: [Insert Additional Details]

Please confirm your acceptance of these terms by signing and returning a copy of this letter.

Thank you for your prompt attention to this matter. We look forward to continuing our successful partnership.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Company]